

Executive Administrator

We have an exciting opportunity for an enthusiastic and proactive candidate to join our team at the Maths Hub as an Executive Administrator. You will fulfil administrative duties and make a significant contribution to the administrative operations of the Maths Hub. You will organise and manage events, data systems and communications within St Marylebone School which enable the smooth operation of the Maths Hub work. You will also deal with communications with our partner schools by email, marketing materials and phone calls.

Maths hubs are funded by the Department for Education and we have a growing number of teachers dedicated to improving maths education for all pupils in state funded schools, sharing their knowledge and expertise by providing school-to-school support.

In preparation for your application, please find out more about Maths hub work on our website <https://mathshublondoncnw.co.uk>. You may also find the NCETM website a useful place to gain a greater insight into the maths hub programme national objectives <https://www.ncetm.org.uk/>

Salary: NJC scp 16-20 (including inner London weighting) £36,422 - £38,635 pa FTE. Salary will be pro-rata for part-time and term-time-only working. Plus, Local Government Pension Scheme

Working week: 3 - 4 days per week, 21.6- 28.8 hours per week, Term time only (flexible working hours can be negotiated for the right candidate),

Contract: This is a fixed-term contract until 31st August 2027, which is reviewed annually and subject to the continuation of Maths Hub funding

Closing date for applications: 9am. Friday 21st August 2026

Interview date: w/c 31st August 2026

Start date: ASAP

Role overview

We are looking for someone who is a highly motivated, organised and efficient candidate with administrative experience and an attention to detail to join our operational management team. The ideal candidate will be passionate and driven within their role to improve maths education for all pupils.

The five key aspects of this role are:

- Accurate data entry
- Maximising opportunities for engagement
- Maintaining positive relationships with Maths Hub team, Work Group Lead
- Maintaining positive relationships with schools and stakeholders
- Compliance

You will be based at the lead school office at St Marylebone CE School but with potential to work in different schools and locations for different projects. This is a role that would suit someone looking to be working onsite most of the time (with the opportunity to work from home 1 day per week after 6 months) in a social, collaborative, team working environment, enjoys being creative and variety in their work.

Required skills

- Ability to create outward facing material through use of programmes such as Canva
- Skilled in using google applications: drive, sheets, docs etc
- Competent understanding of excel/google sheets
- Ability to manage time effectively and juggle multiple projects
- Excellent written and verbal communication
- An eye for attention to detail
- Develop and maintain strong relationships with schools and teachers
- Well-organised and able to forward-plan in order to meet deadlines.
- Adaptable and proactive to deal with problems as they arise
- Enthusiastic and quick learner

Essential Experience

- Education up to level 3/A levels
- 5 or more GCSE's grade 9-4/A*-C including English and Maths

Desired Experience

- University degree/Higher Education degree in a related field
- Experience in an administrative role within an educational setting

Full Job description

Leadership and management team

- Coordinating the Diary Management of the Maths Hub Lead (MHL)
- Assisting in appointing personnel to roles within the Maths Hub
- Arranging MHLM Team meetings (either face to face or online)
- Creating processes and procedures to ensure an efficient and transparent Maths Hub
- Attending all internal KIT meetings as directed by the MHL
- Providing administrative support for the SLL, MHL, AMHL(s), Level 3 Lead and LLME when required by MHL
- Manage the diaries of MHLM team in relation to Maths Hub

Strategic boards and partnerships

- Capture essential contact details for all board members and create relevant files

- Arrange appropriate venues and meeting facilities along with the necessary IT equipment and sundries
- Scheduling all board meetings at the beginning of the year in line with the terms of reference
- Managing communication with Strategic Board Chair and board members and producing Strategic Board meeting notes
- Preparing, compiling, and circulating relevant files and paperwork prior to board meetings, issuing current progress reports for the Strategic Board as required
- Supporting the MHL/AMHLs in maintaining relationships with local partners

Local leaders of mathematics education

- Compile and issue relevant Work Group materials, ensuring delivery at the correct location as and when necessary
- Issue reminders to attending Work Group participants prior to WG session facilitating any dietary requirements and ensure safeguarding checks.
- Supporting the Maths Hub Lead to identify LLMEs
- Providing support to LLMEs in respect to the efficient running of all hub activity; this could include support for the use of online communication tools

Planning, monitoring and evaluation

- Collating all relevant data as and when required from AMHL such as WG plans
- Collate attendance data
- Create official 'sign in' sheets for data capture and traceability of participants
- Enter data into 'in-house' Hub databases
- Updating all systems in place and housekeeping of raw data including data cleansing
- Working with the Project manager on monitoring and reporting on hub progress
- Supporting the MHL to evaluate work and share impact
- Participating in Progress Check-ins
- Co-ordinating WG/programme/community plans
- Project managing progress, including planning and evaluation reports to NCETM
- Diary management of hub activity

Communication, engagement, and recruitment

- Using external communication tools (LinkedIn, websites, newsletters) to promote the Maths Hub
- Assisting with the creation of newsletters and circulation
- Supporting the MHL/AMHLs in maintaining relationships with local partners via promotion of their WGs via email or marketing materials
- Developing, implementing, and monitoring a communication strategy for the Maths Hub to enable high quality engagement with schools and colleges regarding Maths Hub activity.
- Make contact with schools who are not engaging
- Ensuring that the internal communication channels of Maths Hub Network are used efficiently by the Maths Hub (Maths Hub Bulletin, Programme Calendar, Knowledge Base, Basecamp and online communities)
- Briefing the MHL team and where necessary LLME on any relevant updates and /or central guidance
- Creating bespoke communication tools to promote the Hub
- Planning and organising engagement events
- Managing the development and maintenance of the Maths Hub website, ensuring it is an up-to-date resource to include all relevant hub activity

Finance and data management

- Creating and managing an efficient process for receiving and approving invoices whilst monitoring payments against budget by project, including procurement of marketing materials and travel expenses
- Carrying out accurate budget and finance procedures and liaising closely with the school finance team
- Issuing relevant information as and when necessary regarding grants to schools
- Ensuring accurate data recording and adjustments within the Maths Hubs Programme online database (MHPod)
- Ensuring accurate and helpful reports from MHPod are accessible to the MHLM team and the NCETM
- Collating and adding new supplier details
- Support with internal finance processes, travel claims and invoices
- Issuing relevant information as and when necessary regarding grants to schools
- Procurement of 'best value' for services used by the hub

Working with Maths Hub Network, NCETM and DfE

- Participating in and attending national MHC forums and online community
- Working with other local Maths Hub Co-ordinators to promote clear support across the region
- Liaising with NCETM/DfE as required